



Newtown Continuing Education

at Newtown High School | 12 Berkshire Road | Sandy Hook, CT | 06482

We invite you to submit your class proposal. Please return the completed **Instructor Class Proposal Form**. We are typically planning for the next semester. Please note dates and times of classes must be in alignment with the Newtown Public Schools calendar. Please also attach your course description with your proposal (*no more than 75 Words*). Also note any specific materials (of fee) needed for your class on this form.

Our program runs **Monday through Thursday**, between the hours of **6pm** and **9pm** at **Newtown High School**. It is imperative to stay within these times and in alignment with the NPS calendar when selecting your dates.

When considering whether to submit a proposal, please consider that our program is dependent on enrollment. Additionally, if there are weather dependent, pandemic related or other unforeseen circumstances leading to a cancellation of a date, make up classes are typically offered on the next available date at the same time and day of the week that the prior class was to happen.

INSTRUCTOR CONTACT INFORMATION: (Please print clearly)

Name Company Name

Address Phone

Email Address

Instructor Experience:

We recommend series run no longer than 6-8 weeks and no longer than 2 hours per class period for seminars/workshops.

COURSE INFORMATION: **Beginner** **Intermediate** **Advanced**

MATERIALS/REQUESTS: (TV, PROJECTOR, WHITEBOARD ETC.)

COURSE TITLE

DAY(S) **DATES**

Number of Classes in Session (*no more than 6/8 per session is strongly recommended*)

Class Start Time **End Time**

ANTICIPATED PAY RATE: \$ Per Hour | **Other** (*please specify per person, %, etc.*)

ATTACH COURSE DESCRIPTION: (LIMIT 75 WORDS) _____

***Please attach your resume, as well as some photos of your current work (artists), and (2) current references with your proposal.**

Thank you for your submission.
If you have any questions, please give our office a call at (203) 270-6190.